

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Change Order Request to Purchase Order No. 53023 (Staff Recommends Approval).

REQUESTED ACTION:

☐ Work Session (Report Only)

☒ Regular Meeting

DATE OF MEETING: 8/25/2009

☐ Special Meeting

CONTRACT: ☐ N/A

Effective Date: _____

Managing Division / Dept: _____

Vendor/Entity: _____

Termination Date: _____

BUDGET IMPACT: \$23.11

☐ Annual

☐ Capital

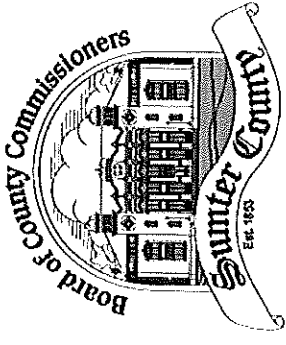
☐ N/A

FUNDING SOURCE: _____

EXPENDITURE ACCOUNT: 182-182-522-5200

HISTORY/FACTS/ISSUES:

Purchase Order #53023 (NAFECO) was originally approved in the amount of \$1,582.60 for 316 screen printed Jerzee Birch T-Shirts for Fire Services. Shipping was calculated on actual number and weight of boxes shipped which was unknown at time of order; therefore, shipping was not included in the amount of the approved Purchase Order in which, requires a Change Order to be processed.



CHANGE ORDER REQUEST FORM

PO Number 53023
 Vendor NAFECO
 PO Amount \$1,582.60
 Net Change Amount (-/+) \$23.11

PLEASE CHANGE THE FOLLOWING ITEMS				
Item Number	From Quantity	To Quantity	From Unit Price	To Unit Price

PLEASE ADD THE FOLLOWING ITEMS				
Item	Account	Description	Quantity	Unit Price
Shipping	182-182-522-5200	Shipping charges	1	\$23.11

Cancel Entire Purchase Order ☐

Original Requestor's Signature *David Davis*

Cancel Item Numbers _____

Reason/Justification/Special Instructions:

Shipping was calculated on actual number and weight of boxes shipped, this was unknown at time of order.

Signature Approval *David Davis*
 Department Head 8-12-09

Division Director *Karen Parker*
 Budget & Purchasing Dept. 8/14/09

County Administrator *[Signature]*
 Date 8/15-09

PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

BOARD OF SUMTER COUNTY COMMISSIONERS

53023

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

BUSHNELL, FLORIDA 33513-9402

To

June 18, 2009

NAFECO
11681 49th Street N. 11-12
Clearwater, FL 33762

DATE _____
DEPT. Fire Services
BY *[Signature]*

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
182	182-522-5200	248	Jerzee Birch T-Shirts	4.75	1,178.00
		68	Size SM, MED, LG & XLG	5.95	404.60
			2XL & 3XL		
			Quotes Attached		
TERMS:				TOTAL	1,582.60

BOARD OF SUMTER COUNTY COMMISSIONERS

DELIVER TO: _____

AUTHORIZED BY: *[Signature]*

**NOTE: ONLY ORIGINAL INVOICES
WILL BE CONSIDERED FOR PAYMENT**

DISTRIBUTION:

BLUE COPY - TO BOARD OF COUNTY COMMISSIONERS
WHITE COPY - TO VENDOR
CANARY COPY - TO DEPARTMENT HEAD
GREEN COPY - TO BOARD OF COUNTY COMMISSIONERS

THIS IS TO CERTIFY THAT THE ABOVE GOODS WERE RECEIVED AND THAT THEY WERE OF
THE QUANTITY AND QUALITY ORDERED AND PAYMENT FOR SAME IS HEREBY APPROVED.

BY: *[Signature]* DATE: 8-3-09

OFFICER OR DEPT. HEAD

- MAIL INVOICE TO BOARD OF COUNTY COMMISSIONERS
- PLEASE SHOW OUR PURCHASE ORDER NUMBER ON ALL INVOICES
- EACH SHIPMENT MUST BE COVERED BY A SEPARATE INVOICE
- THE COUNTY OF SUMTER IS EXEMPT FROM STATE SALES AND USE TAX AND FEDERAL EXCISE TAXES. STATE SALES AND USE TAX CERTIFICATE NUMBER 85-8012622366C-3.



NAFECO
1515 West Moulton Street
Decatur, AL 35601
United States of America

INVOICE

PAGE	1
INVOICE NO.	521371
INVOICE DATE	7/28/09

S
O
L
D
T
O
[
SUM210
SUMTER COUNTY FIRE RESCUE
910 NORTH MAIN ST SUITE 319
BUSHNELL, FL 33513
United States of America
]

S
H
I
P
T
O
[
SUMTER COUNTY FIRE RESCUE
910 NORTH MAIN ST SUITE 319
BUSHNELL, FL 33513
United States of America
]

CUSTOMER PO #	SHIP VIA	TERMS	DATE SHIPPED	PICK TICKET NO.	SLMN 1	SLMN 2
53023	Best Way	NET 30	7/28/09	601537-000	63	
SPECIAL INSTRUCTIONS >						

ORDERED	SHIPPED	BACK ORDERED	U/M	ITEM NO./ DESCRIPTION	PRICE	AMOUNT
4.00	4.00	.00	EA	188-S	4.7500	19.00
102.00	102.00	.00	EA	JERZEE BIRCH T-SHIRT	4.7500	484.50
86.00	86.00	.00	EA	188-L	4.7500	408.50
60.00	60.00	.00	EA	JERZEE BIRCH T-SHIRT	5.9500	357.00
316.00	316.00	.00	EA	188-XL	.0000	.00
				JERZEE BIRCH T-SHIRT		
				188-2XL		
				JERZEE BIRCH T-SHIRT		
				SILKSCREEN-601537		
				SILKSCREEN FROM T'S ME		
				VENDOR SCREEN PRINT PRICE/COST IS INCLUDED IN THE PRICE OF		
56.00	56.00	.00	EA	THE SELLING PRICE OF THE SHIRT	4.7500	266.00
8.00	8.00	.00	EA	188H-M	5.9500	47.60
				JERZEE BIRCH T-SHIRT		
				363-3XL		
				JERZEE BIRCH 3XL SHIRT		
LINE ITEM TOTAL		SHIPPING & HANDLING	TAX	SUB-TOTAL	DEPOSIT	BALANCE DUE
1582.60		23.11	.00	1605.71	.00	1605.71